



If the student is registered to a school in eSchool<sup>PLUS</sup> at the time of testing but will not test, the school will mark a Reason Not Tested for each subject test.

- Hover over Students > Find Students > and search the student you want to assign a code.
- From the Student Profile page, scroll down to the bottom and locate the tab titled “Testing Accountability”.

**2. Select the “Testing Accountability” tab and select the Reason that applies in the appropriate subjects the student will not be testing.**

Test Info	Personal Needs	Demographics	Groups	Teachers	Grades	Testing Accountability
<b>Will Not Test Reason</b>						
English	<div> <div>✓ Select Reason</div> <div> 01-Absent All Days Of Testing/SRT  02-Hospitalized/Medical Emergency  03-Residential Treatment  04-Homebound  05-Incarcerated/Deceased  06-Withdrew from School  07-Enrolled in home/private school  08-Homeschool  09-Services for home/private school  10-Youth Challenge/Tuition Agree. </div> </div>		Math	<div>Select Reason</div>		
Reading			Science	<div>Select Reason</div>		
Writing						

RNT Number Code	Reason Not Tested	Display in Portal
01	Absent on ALL days of the test administration, including the make-up test administration/Expelled /Suspended/Student Refused to Test	01-Absent all days of Testing/SRT
02	Extended Hospitalization/Medical Emergency - Requires doctor's statement in ACE	02-Hospitalized/Medical Emergency
03	Residential treatment - Requires doctor's statement in ACE	03-Residential Treatment
04	Homebound - if student is medically fragile district must provide doctor's statement in ACE	04-Homebound
05	Incarcerated/Juvenile Detention/Deceased	05-Incarcerated/Deceased
06	Withdrew from school including moved out of state or country	06-Withdrew from School
07	Enrolled in home or private school	07-Enrolled in home/private school
08	Homeschooled student enrolled for classes or extracurricular	08-Homeschool
09	Special Education services for home/private school	09-Services for home/private school
10	Youth Challenge or Tuition Agreement	10-Youth Challenge/Tuition Agree.

#### **TAKE NOTE**

- Students may transfer into your district with a RNT already marked. This code can be changed once the student is transferred into your portal.
- A reason not tested code will have to be selected for **each Aspire test subject** the student will not take.
- Students should not be placed in sessions if you know they will not test. Assign a code when a student is NOT in a test session and do not place them in a session.
- If a student happens to be in a session and does not test:
  - Wait until the session has been closed to mark the RNT. When the session is closed the student status will change to Did Not Test and a RNT can then be marked using the steps above.
- A student cannot be put in a test session if they have been assigned a “Will Not Test” code. See screenshot below for what error will be seen if the student has been assigned a reason code.